

MAIN HRS

DCDS Reports

Reconciliation Reports - B HR-460 - Transaction Reconciliation

Purpose:	The Transaction Reconciliation Report displays the labor distribution amounts and transaction counts for a batch date by transaction code, batch ID, and document ID. The minimum data required to be entered is batch date.
Frequency:	As requested.
Distribution:	The report is available to DCDS users who have been granted the appropriate security.
Sequence:	Batch Date
Media:	Displayed on-line or the report may be printed.
Retention:	Per Department Policy. Information is available on-line for one fiscal year.
Information	<p>A. The Transaction Reconciliation report is accessed through the <u>R</u>eports, <u>R</u>econciliation, <u>B</u> - Transaction Reconciliation items on the menu.</p> <p>B. The following detail is displayed:</p> <ul style="list-style-type: none">■ Transaction Code■ Batch ID■ Document ID■ Transaction Count

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Information:
(Continued)

- Transaction Amount
- Total for Batch
- Total for Batch Agency
- Total for Transaction Code
- Total for Batch Date

- C. To print a copy of the report, select File and click on the Print menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.
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The screenshot shows a software window titled "DCDS" with a menu bar containing "File", "Edit", "Options", "Functions", "Params", "Reports", "Window", and "Help". Below the menu bar is a sub-window titled "Report Request". Inside this sub-window is a section titled "Transaction Reconciliation". The main area of the sub-window contains a label "Batch Date:" followed by a text input field containing the date "10/07/1996". At the bottom right of the sub-window are two buttons: "OK" and "Close". The status bar at the very bottom of the window displays the word "Ready".

Report Request Screen

To display the Report Request screen for the Transaction Reconciliation report, select the Reports menu item from the Menu bar and click on the Reconciliation menu item. From the cascading menu, click on B - Transaction Reconciliation menu item.

The Report Request screen displays when the menu items are selected. The Report Request screen allows users to enter the batch date to request the Transaction Reconciliation Report.

Enter the Batch Date and click the OK button. The Report Pre-View screen displays the report on-line. The printed report is displayed on the next page.

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HR-460 - Transaction Reconciliation

HR - 460				MAIN HUMAN RESOURCE SYSTEM TRANSACTION RECONCILIATION		RUN DATE: 10/31/2000 PAGE 1 OF 1	
BATCH DATE: 10/27/2000							
<u>TRANSACTION CODE</u>		<u>BATCH ID</u>		<u>DOCUMENT ID</u>	<u>TRANSACTION COUNT</u>	<u>TRANSACTION AMOUNT</u>	
850	917	10/27/2000	J 001	917DJ001147	24	\$43,982.06	
TOTAL FOR BATCH-		917	10/27/2000	J 001	24	\$43,982.06	
TOTAL FOR BATCH AGENCY-		917			24	\$43,982.06	
850	918	10/27/2000	J 001	918DJ002248	9	\$6,314.30	
TOTAL FOR BATCH-		918	10/27/2000	J 001	9	\$6,314.30	
TOTAL FOR BATCH AGENCY-		918			9	\$6,214.30	
TOTAL FOR TRANSACTION CODE- 850					2548	\$1,369,607.79	
TOTAL FOR BATCH DATE- 10/27/2000					3076	\$1,369,607.79	

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